

# REVIEWER RECRUITMENT MODULE (RRM)

## HRSA Division of Independent Review (DIR) Reviewers Manual- New Registration



U.S. Department of Health and Human Services  
**Health Resources and Services Administration**

## RRM - An introduction

The Reviewer Recruitment Module (RRM) is a web-based system to source subject matter experts for grant reviews.

Powerful online tool to source and manage grant reviewers.

RRM enables reviewers register their areas of expertise, contact information and resume for selection by peer review managers.

The RRM System allows the end-user to manage their profiles.

RRM delivers specific information about upcoming grants reviews and required reviewer expertise for each program area.



# Become a HRSA Reviewer

Reviewer registration flow



**Register**

Create Account  
Login Name  
Password



**Add**

Contact Details  
Expertise Codes  
Profile Questions  
and Answers  
Resume



**Update**

Reviewer Profile  
Keep it complete  
and current.

If you are registering for the first time, the RRM system will guide users through the complete registration process. The reviewer profile should always be kept updated.





**i** HRSA strives for integrity and impartiality in the objective review process. Peer reviewers are selected for each review based on their expertise. Registration in RRM does not guarantee selection or confirmation as a reviewer.

HRSA needs new and experienced grant reviewers with expertise in:

- Health Professions Training
- HIV/AIDS
- Maternal and Child Health Service
- Organ Donation/Transplantation
- Primary Care for Underserved Populations
- Rural Health Care

Please click on these links for specific information regarding upcoming reviews and desired reviewer expertise for each program area.

Grant reviewers help HRSA select the best programs from competitive groups of applicants. Reviewers are chosen for specific grant programs based on their knowledge, education and experience. Grant review panels are selected to reflect diversity of ethnicity, gender, experience and geography.

Reviewers use their expertise to objectively evaluate and score applications against published evaluation criteria. Reviewers gain understanding of the grant-making process and have the opportunity to communicate with colleagues that often share common backgrounds and interests.

HRSA grant reviews are usually held via the internet along with a telephone conference call or as a field review where reviewers independently review applications with limited group discussions as necessary. In rare instances, HRSA will conduct face-to-face reviews in the Washington, DC metropolitan area lasting for 3 to 5 days. In such cases, HRSA makes all logistical arrangements and pays for travel expenses and other costs. Regardless of review type, each reviewer who participates and completes their assigned duties receives an honorarium.

When registering to be a HRSA reviewer in the Reviewer Recruitment Module, you will:

1. Create an RRM Account;
2. Enter personal contact information,
3. Select general descriptions to indicate areas of expertise;
4. Cut and paste your resume information into a searchable text box; and,
5. Attach and upload your resume document.

**Download the RRM Registration Manual** 

If you are not a registered RRM account holder, please use the following link to create your HRSA reviewer profile today.

[Register](#)

If you have previously created an account with RRM, and would like to add HRSA to your current reviewer profile, please click on 'Register' button to create your HRSA profile.

If you already have an account with RRM, you can

[Login](#)

For support: [RRMTechAssistance@hrsa.gov](mailto:RRMTechAssistance@hrsa.gov)



## HRSA Expertise Areas and Upcoming Reviews

The HRSA Portal is a one-stop information storehouse

HRSA needs new and experienced grant reviewers with expertise in:

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- HIV/AIDS
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- **Health Professions Training**
- **HIV/AIDS**
- **Maternal and Child Health Service**
- **Organ Donation /Transplantation**
- **Primary Care for Underserved Populations**
- **Rural Health Care**

Click any of these links to access specific information for the program area from the HRSA website.



## Register with RRM and become a reviewer

**The Grants Center of Excellence**  
**Reviewer Recruitment**

**HRSA**

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If you have previously created an account with RRM, and would like to add HRSA to your current reviewer profile, please click on 'Register' button to create your HRSA profile.

If you already have an account with RRM, you can

For support: [RRMtechAssistance@hrsa.gov](mailto:RRMtechAssistance@hrsa.gov)

### REGISTRATION SNAPSHOT

Enter HRSA agency portal url

<https://rrm.grantsolutions.gov/AgencyPortal/HRSA.aspx>

#### 1. Click Register

Enter Email ID

Enter Verification Code

Complete Account Details

#### Create Account

Get confirmation email

#### 2. Login

Complete Personal Information

Select Expertise Code

Complete Agency Profile Questions

Upload Resume

#### 3. Update Reviewer Profile

#### 4. Manage Account

Update Contact Information

Change Password

Change Email Address



Enter your primary E-Mail address and click the "Send Verification Email" button

The screenshot shows the 'Account Creation' page. At the top, there's a navigation bar with the logo and 'The Grants Center of Excellence Reviewer Recruitment'. Below that, a breadcrumb trail reads 'Home > Choose Primary Email'. The main heading is 'Account Creation'. Underneath, there's a section for 'Primary Email' with a note: 'RRM uses email as a primary way of communication. Please provide an email address that we can best reach you. We will send out a verification code that is required to complete the next step in the registration process.' Below this is a text input field containing 'jDoe@test.com' and a blue button labeled 'Send Verification Email' which is highlighted with a red rectangular box.

Verify that the verification code was received in the Email address you provided.

The screenshot shows an email titled 'Primary Email Address Confirmation' from 'No Reply - RRM Support <NoReply@grantsolutions.gov>' to '<jDoe@test.com>'. The email body says: 'Hi, You have requested to create an account at RRM, with jDoe@test.com being the primary email address. To authorize RRM to use this email address to communicate with you, please copy the following entire code and paste into the box provided by the web page to continue your registration.' Below this is a red box containing the verification code '796ca0c341d640cfa3278c27c2d02335'. Further down, it says: 'If you believe this email is received in error, please disregard this message. This email address will then not be registered in RRM. Thank you. RRM Support Team'. At the bottom, it says: 'Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to https://rrm.grantsolutions.gov/ContactUs.aspx and send an email to the contact information listed.'

Copy the verification code from the email and paste it in the "Verification Code" text box. Click the "Verify" button. System navigates to Account Creation Page.

The screenshot shows the 'Account Creation' page at the 'Verify Primary Email' step. It includes the same header and breadcrumb as the previous screenshot. The main heading is 'Account Creation'. Below it, a note says: 'RRM uses email as a primary way of communication. Please provide an email address that we can best reach you. You will then need to check your email to look for a message from RRM providing you with a verification code, which you will need to complete the next step.' Underneath is a 'Verification Code' field with the code '796ca0c341d640cfa3278c27c2d02335' pasted in. To the right of the field is a blue button labeled 'Verify'. At the bottom of the page, there's contact information: 'Monday-Friday 8 AM - 6 PM ET', '1.866.424.2637', and 'HRSA Only: RRMTEchAssistance@hrsa.gov All Other Agencies: RRMsupport@granreview.org'. The GrantSolutions.gov logo is also present.

Please make sure the Email address, the verification code are accurately entered into the text box without any extra spaces.

Create Account by entering **First Name, Last Name, Desired Username and Password details** as per guidelines that are listed on the page. Enter your password again for confirmation. After entering all of the required information, click the **“Create Account and Login”** button.

The Grants Center of Excellence  
Reviewer Recruitment

Account Creation

Please create your password using the guidelines listed below.

- Min 8 and Max 20 characters
- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 numeric (0 through 9)
- At least 1 special character (!, \*, @, #, \$, %, ^, &, +, =, ~, <, >, ., ~)

Primary Email \*

First Name \*

Last Name \*

Desired Username \*

Password \*

Confirm Password \*

Create Account and Login

The Grants Center of Excellence  
Reviewer Recruitment

Account Creation

Please create your password using the guidelines listed below.

- Min 8 and Max 20 characters
- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 numeric (0 through 9)
- At least 1 special character (!, \*, @, #, \$, %, ^, &, +, =, ~, <, >, ., ~)

Primary Email \*

First Name \*

Last Name \*

Desired Username \*

Password \*

Confirm Password \*

Create Account and Login

## Welcome to Reviewer Recruitment Module

Your account is created, and system would prompt you to login to RRM.  
**A welcome email notification would be sent out to the user email id that is on file.**  
 Log in to RRM with the User Name and Password used to create the account.

Once you log into the system, you will need to complete the following personal information details:

- Contact Information
- Linked In Id
- Primary and Shipping Address
- Primary Expertise Code

**Welcome to RRM**

From: No Reply - RRM Support <NoReply@grantsolutions.gov>  
 To: John <JDoe4@test.com>  
 More info

HTML HTML Source Text Raw Analysis Check HTML

Dear John,

Congratulations! You have successfully created an account in RRM. Your login name is:

JDoe5

Welcome to RRM!

RRM Support Team

**Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.**

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Welcome to the Reviewer Recruitment Module (RRM)



As a registered member of this website, you will receive communications about opportunities to participate in discretionary grant reviews. Please keep your profile active by updating it regularly.

User Name

JDoe1

Password

\*\*\*\*\*

Log in

[Forgot User Name](#)      [Forgot Password](#)  
 If you are not registered with RRM, please [Click here](#).

 Monday-Friday  
8 AM - 6 PM ET

 1.866.424.2637

 HRSA Only:  
RRMTechAssistance@hrsa.gov  
All Other Agencies:  
RRMSupport@grantreview.org

GrantSolutions.gov

## Reviewer Information and Contact Details

Personal Contact Information

Please provide your contact information. Fields with \* are required.

Personal Information

Prefix: Select  
 Last Name \*: Doe  
 First Name \*: Jane  
 Middle Name:

Primary Phone \*:   
 Primary Email: jDoe@test.com  
 Employer/ Organization:

LinkedIn:

Select Primary Expertise\*: Select

---

Primary Address

Address Types:  Home  Work  Other

Street 1:   
 Street 2:   
 City:   
 State\*: Select  
 Zip\*:

Shipping Address

Same as Primary:

Street 1:   
 Street 2:   
 City:   
 State\*: Select  
 Zip\*:

Update

- Fields marked with a “\*” are mandatory.
- **Selecting a Primary Expertise Code is an important part of reviewer profile information.**
- It is recommended that Linked In and Employer/Organization details are entered.
- Primary and Shipping addresses help HRSA in the reviewer outreach exercise.
- Please make sure you update your contact information as needed.
- Fill in your contact information and click the “Update” button to finalize your entries, and advance to the next section – Reviewer Profile Page.



## Keep the profile updated, and current

- User should ensure completion of Expertise, Profile Questions and Resume sections in order to keep the profile current.
- Updated reviewer profile is key to selection to review opportunities.

The screenshot displays the 'Reviewer Recruitment' portal interface. At the top, there is a navigation bar with the logo and 'The Grants Center of Excellence Reviewer Recruitment' text, along with a user greeting 'Welcome JDoe4!' and a 'Log off' link. Below the navigation bar, there are breadcrumb links for 'Home' and 'Reviewer Profile'. The main content area is titled 'Reviewer Profiles' and contains a message: 'Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.' Below this message, there is a section for 'Agency: HRSA' which contains a table of profile items.

Summary Item	Last Update	Status	Action
Expertise	9/4/2018 11:08 AM	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>
Profile Questions	(Never)	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>
Resume	(Never)	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>

## Primary, Secondary, and Tertiary expertise areas

Click on Update button in the Expertise section. Select your expertise areas from the dropdown menus, and “Save” the entries.

The screenshot displays the 'Update Expertise' form on the left and a 'Reviewer Profiles' table on the right. The form includes three dropdown menus for Primary, Secondary, and Tertiary expertise areas, with 'Access to Health Care', 'Child Development', and 'Children, Youth & Families' selected respectively. A 'Save' button is visible at the bottom of the form. The table on the right shows the status of various profile items, with the 'Update' button for the 'Expertise' row highlighted by a red box.

Summary Item	Last Update	Status	Action
Expertise	9/4/2018 11:08 AM	Incomplete	<span>Update</span> <span>View</span>
Profile Questions	(Never)	Incomplete	<span>Update</span> <span>View</span>
Resume	(Never)	Incomplete	<span>Update</span> <span>View</span>

The expertise code choices can be updated anytime after completion of the registration process.



# Agency Profile Questions

You will now need to select answers for the agency profile questions. When you have made all of your selections, click the “Save” button.

Update Profile Questions Agency: HRSA

Please complete your profile for the agency by completing the profile question section.

**1. What is your current or most recent occupation?**  
(Please choose one)

- Health or Dental Care Delivery
- Health or Dental Care Education
- Health or Dental Care Administration
- Financial Management or Planning
- Pharmacology
- Other

**2. What is (are) your current or most recent work setting(s)?**  
(Please choose no more than 2 work settings)

- Hospital
- Health Center
- Other Health or Dental Care Facility
- Medical Training Institution
- Other Academic Institution
- Federal, State or Local Government
- Private Sector or Non-Profit Organization
- Other

**3. What is your highest or type of degree?**  
(Please choose one)

- Doctorate
- Master
- Bachelor
- Associate
- Any Medical Degree
- Other

**6. VOLUNTARY- How did you hear about RRM?**  
(The information you provide is completely VOLUNTARY.)

- HRSA Website
- Professional Conference or Convention
- Another Reviewer
- Other

**7. VOLUNTARY- Which of the following do you identify yourself with?**  
(The information you provide is completely VOLUNTARY and will not be used for any other purposes but to validate the diversity of the reviewer population.)

- Hispanic/Latino
- Not Hispanic/Latino
- Check

**8. VOLUNTARY- Which of the following do you identify yourself with? Select as many as apply.**  
(The information you provide is completely VOLUNTARY and will not be used for any other purposes but to validate the diversity of the reviewer population.)

- American Indian / Native American
- Asian
- Black / African American
- Native Hawaiian / Pacific Islander
- White
- Male
- Female

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoed1  
Log off

Reviewer Profile Account Management

Home > Reviewer Profile

Reviewer Profiles

Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.

Agency: HRSA

Summary Item	Last Update	Status	Action
Expense	9/4/2018 11:08 AM	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>
Profile Questions	(Never)	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>
Resume	(Never)	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>



## Resume and summary

After completion of agency profile questions, the system will enable users to add a resume to their profile. Click the “Update Resume” button to get started.

The screenshot displays the 'Reviewer Recruitment' web application. The main header includes the logo and navigation links for 'Reviewer Profile' and 'Account Management'. The 'Manage Resume' section features a notification: 'Please update your resume at least once a year or as often as you choose.' Below this is a text input field labeled 'My resume' and a question: 'Do you have a new resume? Do you have an updated version of this resume?'. A prominent green 'Update Resume' button is highlighted with a red box.

An inset window shows a 'Reviewer Profiles' summary table for 'Agency: HRSA':

Summary Item	Last Update	Status	Action
Expense	9/4/2018 11:08 AM	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>
Profile Questions	(Never)	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>
Resume	(Never)	Incomplete	<input type="button" value="Update"/> <input type="button" value="View"/>

## Add Resume, cont.

Three steps to resume upload:

- Click on the “Choose” button to upload resume from your desktop.
- Type or Copy and Paste a summary of your skills, experience and specialties. You may add all or part of your resume.
- Click the “Upload Resume” button. The uploaded file name and updated time along with resume summary text will be displayed, marking the completion of resume upload process.

The screenshot displays the 'Add Resume' interface in the HRSA Reviewer Recruitment system. The page title is 'Add Resume' and the user is logged in as 'Welcome JDoe4!'. The interface includes a 'Choose File' button, an 'Upload Resume' button, and a text area for entering resume details. A file explorer window is open, showing a file named 'RRM Resume.docx' selected. The 'Upload Resume' button is highlighted with a red box.

process. We will query the data you enter here to help identify individuals with the qualifications for a specific review.  
**NOTE: Reviewers will be selected based on the resume you attach in Step 1.**  
 Once you have registered, you may update any part of your profile including your resume and this data as often as you wish.

Summary of skills, experience and specialties. You may add all or part of your resume to complete this process.

Click on the Browse button to locate your resume.  
 (Acceptable file formats are .PDF, .doc and .docx)  
 Choose File RRM Resume.docx  
 Upload Resume

## Add Resume, cont.

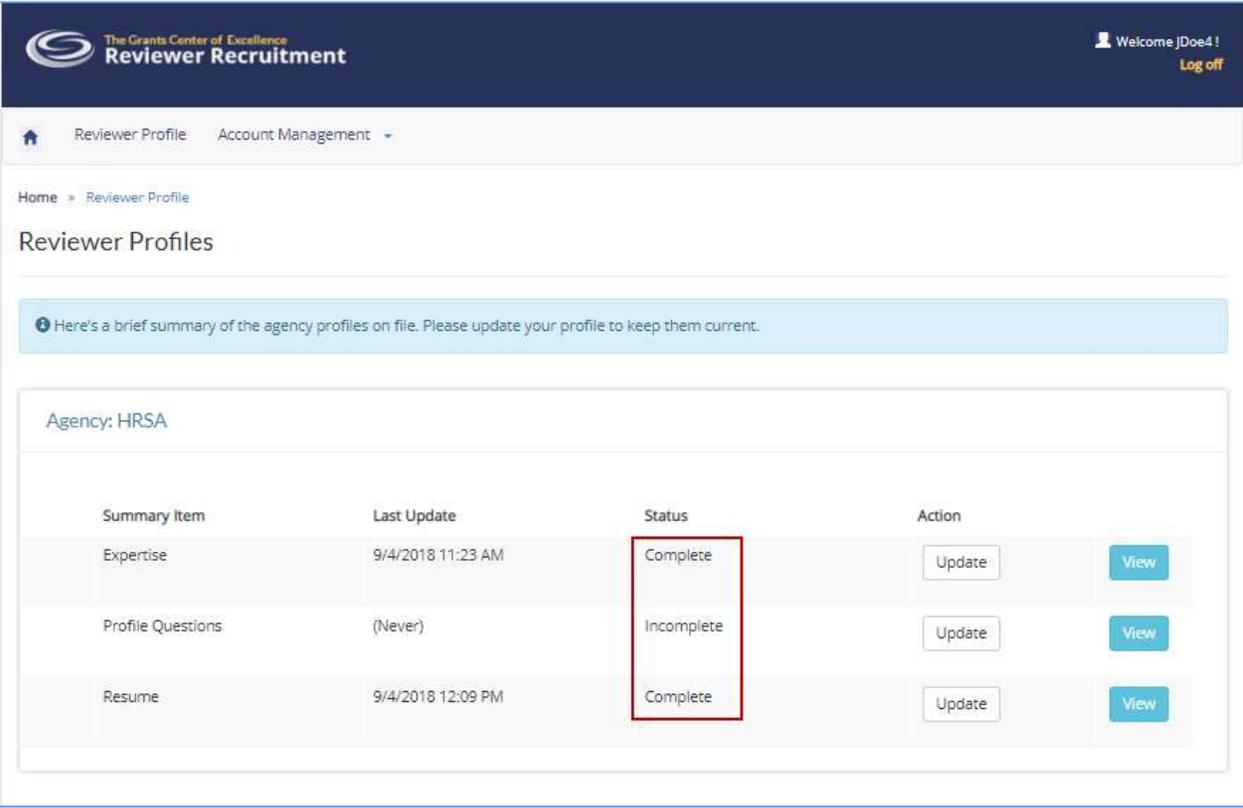
- Only one resume may be uploaded to the RRM System at a time. On clicking the 'Back' button, system would open the Reviewer Profile page.
- On clicking 'Download', user can download a copy of the resume.
- If you wish to add an updated resume, delete the current resume and upload a new one. On clicking 'Delete' button, the system will prompt if you wish to proceed. On confirmation, system navigate to 'Manage Resume' page where user can upload the new resume.

The screenshot shows the 'Manage Resume' page in the HRSA Reviewer Recruitment system. The page header includes 'The Grants Center of Excellence Reviewer Recruitment' and a user greeting 'Welcome |Doe4! Log off'. The main content area is titled 'Manage Resume' and shows 'Agency: HRSA'. A message prompts the user to update their resume. The 'My resume' section displays the file name 'RRM Resume.docx' and the update date '9/4/2018 11:55:39 AM'. Below this are buttons for 'Back', 'Download', and 'Delete'. A modal dialog box is open, asking 'Are you sure you want to delete this resume?' with 'No' and 'Delete' options. The 'Delete' button in the modal is highlighted with a red box. The 'Update Resume' button is also visible.



## Reviewer Profile Page

Reviewers should always ensure that the Expertise Codes, Agency Profile Questions, and Resume sections are completed. The sections should be updated regularly and put in “Complete” status. The last updated date and time are displayed next to the status column.



The screenshot displays the Reviewer Profile page for HRSA. The page includes a navigation bar with 'Reviewer Profile' and 'Account Management' options. A message states: 'Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.' Below this, a table lists the profile sections and their status:

Summary Item	Last Update	Status	Action
Expertise	9/4/2018 11:23 AM	Complete	Update View
Profile Questions	(Never)	Incomplete	Update View
Resume	9/4/2018 12:09 PM	Complete	Update View



## Manage your account

The Grants Center of Excellence  
**Reviewer Recruitment**

Welcome JDoe4!  
[Log off](#)

Reviewer Profile **Account Management**

Home » Account Management

### Account Management

Account Details

Contact Information

Change Password

Change Email Address

Monday-Friday  
8 AM - 5 PM ET

1.866.424.2637

GrantSolutions.gov

HRSA Only:  
RRMTechAssistance@hrsa.gov  
All Other Agencies:  
RRMSupport@grantreview.org



## Contact Information

You may update your contact information at anytime. Click on the “Contact Information” hyperlink to update your contact information.

The screenshot shows the 'Account Management' page with four main tiles: 'Account Details', 'Contact Information' (highlighted with a red box), 'Change Password', and 'Change Email Address'. The footer includes contact information for GrantSolutions.gov and HRSA.

Make changes to your contact information and click the “Update” button to finalize your entries.

Click on ‘Manage Addresses’ link to update your Work, Home, Shipping and Other addresses.

The screenshot shows the 'Personal Contact Information' form. It includes fields for Prefix, Last Name, First Name, Middle Name, Primary Phone, Secondary Phone, Alternate Phone, and Fax. There are also sections for Primary Email, Secondary Email, Employer/Organization, and Primary Address (with a 'Manage My Addresses' link highlighted in red). A 'Shipping Address' section is at the bottom with a 'Same as Primary' checkbox. The 'Update' button is highlighted with a red box.

## Contact Information, cont.

The screenshot shows the 'Address Management' page. At the top left is the logo for 'The Grants Center of Excellence Reviewer Recruitment'. The user is logged in as 'Welcome |Doe4|' with a 'Log off' link. The breadcrumb trail is 'Home > Account Management > Manage Addresses'. Below this is the 'Address Management' section with an 'Add new address' button. A table lists two addresses:

Address	Address Type	Is Primary	
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Work	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Shipping	<input type="checkbox"/>	<input type="button" value="Edit"/>

Click the 'Edit' button, and make changes to your current addresses - Work, Home, Shipping and Other addresses.

Add new addresses to your contact information.

Update your primary address by selecting an existing address.

### Add new address

The 'Add Address' form includes the following fields:

- Make this address primary
- Address Type\*: Select
- Address Name\*: [Text Input]
- Address Street 1\*: [Text Input]
- Address Street 2: [Text Input]
- City\*: [Text Input]
- State\*: Select
- Zip code\*: [Text Input]

Buttons: Save, Cancel

### Update current address

The 'Edit Address' form is pre-filled with the following information:

- Make this address primary
- Address Type\*: Home
- Address Name\*: Work
- Address Street 1\*: 1400 Key Boulevard, Suite 900
- Address Street 2: [Text Input]
- City\*: Arlington
- State\*: Virginia
- Zip code\*: 22209

Buttons: Save, Cancel

## Change Email Address

To update your Email address associated with the profile, click the [Change Email Address](#) hyperlink.

- Enter your new email address and click the “Send Code” button.

The screenshot displays the 'Change Email Address' page within the Reviewer Recruitment system. The page title is 'Change Email Address' and the breadcrumb trail is 'Home > Account Management > Change Email Address'. The current email address is listed as 'JDoe4@test.com'. A list of instructions guides the user through the process: entering a new email, receiving a verification code, copying the code, and clicking 'Change Email' to finalize the update. A text input field for the 'New Email\*' is highlighted with a red box. Below the input field is a checkbox for a certification statement and a 'Send Code' button, also highlighted with a red box. An inset window shows the 'Account Management' dashboard with the 'Change Email Address' option highlighted in red.

Your Current Email address is:  
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

New Email\*

By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Back:

## Change Email Address, cont.

- An email will be sent to the new email address with a verification code. Copy the verification code and paste it in the “Verification Code” field on the Change Email Address page.
- Click the “Verify Code” button. Once verified, click the “Change Email” button to finalize your update.

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoe4 | Log off

Home » Account Management » Change Email Address

### Change Email Address

Your Current Email address is:  
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

New Email\*

By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Back **Send Code**

RRM Account Email Setup

2018-09-04 19:00  
(a few seconds ago)  
Size: 1.6 KB

From: No Reply - RRM Support <NoReply@grantsolutions.gov>  
To: Jane Doe <JDoe4@mail.com>  
More info

HTML HTML Source Text Raw Analysis Check HTML

Dear Jane,

You have requested to use this email address as your primary point of contact for RRM. You must **copy** the entire verification code below and **paste** it into the box provided on the RRM email change verification web page to complete the process. If you chose to re-enter the code, please type carefully as it is case sensitive.

Verification Code: **XHCPCAV2VPK2BXH**

Thank you.

RRM Support Team

**Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.**

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoe4 | Log off

Home » Account Management » Change Email Address

### Change Email Address

An email has been sent to the new address provided. Please check your email for the required verification codes.

Your Current Email address is:  
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

New Email\*

Verification Code\*

By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Back Resend Code **Verify Code**

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoe4 | Log off

Home » Account Management » Change Email Address

### Change Email Address

Your email address has been updated Successfully

Your Current Email address is:  
JDoe4@mail.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

New Email\*

By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Back **Send Code**

## Change Password

To update your password:

- Click on the Change Password hyperlink.
- On the next screen, enter your old password, your new password, and verify the new password.
- Click “Update” button to finalize your changes.

The screenshot displays the 'Change Password' page within the Reviewer Recruitment system. The page header includes the logo for 'The Grants Center of Excellence Reviewer Recruitment' and navigation links for 'Reviewer Profile' and 'Account Management'. The breadcrumb trail shows 'Home > Account Management > Change Password'. The main heading is 'Change Password'. Below this, a section titled 'Please create your password using the guidelines listed below:' provides a list of password requirements: Min 8 and Max 20 characters; At least 1 uppercase character (A through Z); At least 1 lowercase character (a through z); At least 1 numeric (0 through 9); and At least 1 special character (!, \*, @, #, \$, %, ^, &, +, =, ?, <>, ~). The form contains three input fields: 'Old Password\*', 'New Password\*', and 'Confirm Password\*'. Below the fields are two buttons: 'Back' and 'Update'.

